

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

**PROCEDURES FOR PROPERLY ADDRESSING AND RECORDING ADDRESSES OF
DEBTORS AND OTHERS WHO ARE MILITARY PERSONNEL OR DEPENDANTS OF
MILITARY PERSONNEL**

A procedures document has been prepared that provides information regarding the proper manner in which to address and record addresses of debtors and others who are military personnel or dependants of military personnel. The procedures set forth in the attached document apply regardless of where military personnel are stationed – whether in the United States or deployed outside the United States.

The attached document also can be accessed at the Court's Internet web site's CM/ECF Home Page, by clicking the CM/ECF Users' Guides link located on that page:

<http://www.vaeb.uscourts.gov/ecfguides/ecfotm.htm>.

William C. Redden
Clerk of Court

Date: December 20, 2007

Attachment

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

**PROCEDURE FOR ADDRESSING AND RECORDING ADDRESSES OF DEBTORS
AND OTHERS WHO ARE MILITARY PERSONNEL OR DEPENDENTS OF
MILITARY PERSONNEL**

December 20, 2007

1. Purpose

The procedures set forth below provide information regarding the proper manner in which to address and record addresses of debtors and others who are military personnel or dependants of military personnel. Regardless of where military personnel are stationed – whether in the United States or deployed outside the United States – the procedures set forth below in Item 2 apply.

2. Procedures

- A.** Use the service member's full name, including middle name or initial.
- B.** Include the unit and APO/FPO (Air/Army Post Office or Fleet Post Office) address with the zip code. The military will provide a nine-digit code; CM/ECF requires only the first five digits. The U.S. Postal Service and the Military will continue to add and update valid APO/FPO addresses for online labels.
- C.** Use the APO or FPO for the city name and the AP, AA or other following letters as the state name.
- D.** Include a return address on any mailings to military personnel and dependents.
- E.** For packages, print only on one side. Put the recipient's address in the lower right portion of the package or print a postage-paid label online with Click-N-Ship. Note: Zip codes 093XX and 964XX are not available for electronic labels.
- F.** Examples of military addresses:

LCpl Kevin Marine
CMR 1250
APO AA 9045-1000

Seaman Joseph Coastguard
USCGC Hamilton
FPO AP 96667-3931
- G.** County Codes. If the actual county is not known, use *Outside Home State* for Personnel located in the United States and *Outside U.S.* for personnel deployed outside the United States.
- H.** Frequently Asked Questions and additional information are located on the U.S. Postal Service web site at Military Addressing Tips:
<http://www.usps.com/supportingourtroops/addressingtips.htm>.